
	LOS LUNAS POLICE DEPARTMENT		
	TRAINING	NUMBER: TRN.01.01(A)	EFFECTIVE DATE: September 23, 2015
	SUBJECT: Field Training Officer (FTO)		REVIEW DATE: September 23, 2015
	AMENDS/ SUPERSEDES: TRN.01.01 VIII & IX	NMSA:	
NMMLEPSC STANDARDS: TRN.01.01 - TRN.04.01		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature	

I. STATEMENT OF PURPOSE

The Los Lunas Police Department has an obligation to set forth policies and procedures regarding the standards for the field training and evaluation program of new police officers and defines the duties, expectations and responsibilities of field training personnel.

In keeping with the strictest levels of performance requirements, the department strives to train professional police officers. The guidelines set by the Field Training and Evaluation Program serve as standards for the acceptance of a recruit as a permanent officer at the end of the field training process.

II. DEFINITIONS/ FORMS (ALL FORMS PERTAINING TO THE FTO PROGRAM CAN BE FOUND IN THE PM-AM PLATFORM, IN THE FOLDER TITLED "Field Training Forms".)

1. Field Training Officer (FTO) - The Officer that is responsible for training and evaluation of new officers in the department.
2. Daily Observation Report (DOR) - The evaluation form utilized by the FTO to document daily activity of a new officer while riding with an FTO.
3. End of Phase Report- A report completed by the FTO summarizing a recruit's strengths, weaknesses, remedial efforts and recommendation (To be completed at the end of each phase of the program).

4. Self-Evaluation Sheet - Document completed by a recruit at the completion of every week in FTO Program.
5. Field Training Officer Critique - An evaluation of the FTO completed by the recruit at the completion of each phase.

III. POLICY

A. FIELD TRAINING OFFICER

The FTO provides on-going instruction utilizing personal and practical techniques. This will be in line with Department Policies and Procedures, to produce police officers who can perform duties in a skillful, productive, and professional manner. The FTO's will not only be responsible for this duty, but will perform their normal assigned duties as well.

1. Will be responsible for evaluating a recruit officer on a daily basis. Using the daily evaluation form (Daily Observation Report, DOR) provided, will show and discuss the evaluation with the recruit officer daily, so the recruit can further any strengths and correct weaknesses. This evaluation is designed to measure competency in the required skills, knowledge and abilities. Once this evaluation is complete, it shall be reviewed by the recruit, FTO and FTO Sergeant. The original is retained in the recruit's training file.
2. Will be responsible for completing an end of phase report for each recruit officer after each phase has been completed. This applies to uncertified and certified officers completing the FTO program.
3. Will forward all evaluations to the FTO Sergeant for review comments, and signature.
4. Will be responsible for observing and documenting any training problems or deficiencies the recruit might have while assigned to the FTO. The FTO will make every effort to assist in improving areas that are substandard for the recruit.
5. The FTO will be responsible for bringing to the attention of

his/ her Sergeant and FTO Sergeant any problems in relation to the recruit's performance. The Sergeant should relay these problems to the Patrol Lieutenant.

6. If at any time of training the FTO recognizes a problem area that he/she is unable to correct through remedial training, it may become necessary to remove the recruit from the FTO program for additional training in a specified area. If this occurs and the recruit is removed, a certified instructor in the problem area will provide remedial training and then forward the results of that training to the FTO, and FTO Sergeant.
 - a. If the recruit completes the remedial training satisfactorily, the recruit will be placed back into the field training program and continue the process, where he/she left.
 - b. If the recruit cannot complete the remedial training at a proficient level, a determination will be made regarding the status of the recruit by the FTO Sergeant, Training Officer, Patrol Lieutenant and Deputy Chief.
7. The FTO will document all strengths and weaknesses concerning the recruit's performance, by means of evaluations and other pertinent facts, documents, or paperwork.
8. The FTO's personal and professional appearance and conduct should be beyond reproach. The FTO must recognize the need for possessing a higher sense of professionalism. The FTO must understand the need for quality personnel and their effect on the image, effectiveness, and future of the department.
9. FTO's are discouraged from taking any leave of absence during the phases they are training recruits. If FTO's are aware of any times they may not be available, they should advise the FTO Sergeant as early as possible so they do not get a recruit assigned to them.
10. The FTO will insure that any remedial training which has to be done by a recruit officer, such as firearms training, is completed. Remedial training will be done on the recruits

own time and will not interfere with the time spent with the training officer.

11. Field Training Officer will not be authorized to wear civilian clothes while assigned with recruit officers unless approved by command staff.
12. Barring unforeseen circumstance, once FTO assignments are made they should remain in place until the completion of a phase.
 - a. Recruits should not be placed with officers not certified to be FTO's for purposes of convenience.

B. FIELD TRAINING OFFICER SELECTION

1. Requirements

- a. Written recommendation from a supervisor
 - b. Three Years Law Enforcement Experience
 - c. Successful completion of Instructor Development and/or FTO certification program as soon as possible after appointment.
2. Officers with disciplinary records or three sustained complaints over the prior three years for constitutionally significant issues, including but not limited to, race discrimination, sexual harassment, excessive force, unlawful searches, seizures, or filing false charges shall be disqualified as FTO until two years have elapsed without such discipline or complaints in any areas in which they conduct training.
3. Field Training Officers will be required to maintain and demonstrate proficiency in their areas of instruction on a yearly basis through their annual performance evaluation.
4. In the event, additional FTO's are required to train recruits; an officer may be temporarily assigned as an FTO. He/she

must still meet the requirements as listed in the job description in order to be assigned.

5. Upon appointment, an FTO is assigned to a shift and works under the direct supervision of that shift's supervisors.
6. The Chief of Police has the discretion to modify these requirements as he/ she deems necessary.

C. FIELD TRAINING OFFICER EVALUATION AND RETENTION

1. The FTO's will be evaluated by their immediate supervisor and indirectly by the Field Training Officer's Sergeant through feedback from recruit evaluations and personal knowledge. FTO's shall give the FTO Sergeant notice of any disciplinary action, taken or pending, against them.
2. An FTO may be removed from the program by the Chief of Police upon recommendation of the command staff or the FTO Sergeant. The recommendation removal of an FTO may be made if it is determined that the FTO has not satisfactorily performed his/ her duties as an FTO and/or as a police officer or fails to take training courses required to stay in the program.
 - a. The person making the recommendation may act on information provided by any member of the department.
3. An FTO may be removed from the program as a result of disciplinary action from conduct either on or off duty, which may reflect unfavorably on the FTO program.
4. Any Field Training Officer (FTO) who is unavailable to train recruit officers for an extended period of time shall be placed on inactive status when:
 - a. The FTO is unavailable to train recruits for more than one phase of any on-the-job training period shall be

considered unavailable and subsequently may be placed on inactive status.

- b. The FTO voluntarily request to be placed temporarily on inactive status.
- c. The FTO has been placed on inactive status as a result of military activation or an on-duty injury shall be permitted to remain on inactive status indefinitely during that time period.
- d. It is the decision of the Chief of Police to remove an officer from the FTO program shall be final.

- 5. FTO's will be evaluated by recruits at the completion of each phase using the Field Training Officer Critique form.

D. RECRUIT OFFICER

The recruit will use the FTO Program as a transition period in which to apply, under the guidance and direction of a FTO, the technical and practical techniques learned in the Academy. During this period, the recruit will demonstrate proficiency in all aspects of police work.

- 1. Will be responsible for applying the skills and knowledge learned in the Academy to actual field situations.
- 2. Will follow the orders of the FTO and their supervisors
- 3. Will make FTO's aware of any problems, personal or professional, that will have an effect on their job performance.
- 4. Will accept all methods of training which are geared to improve their standard of performance.

5. Will maintain good habits of conduct and appearance as per S.O.P of the Los Lunas Police Department.
6. Will complete up to 480 hours of OJT during the FTO program, **Exception: Lateral officers may be granted early release from the FTO program** (revised 05/11/16).
7. Will complete weekly self-evaluations using the Self-Evaluation Sheet during the duration of the FTO Program.
8. Will complete evaluations of assigned FTO's at the completion of each phase using the Field Training Officer Critique form.
9. Those officers who do not require attendance at the academy will be assigned to the Field Training Program for a length of time to be determined by the FTO and the Patrol Commander taking into consideration knowledge of criteria outlined in each phase of the FTO Program. During the FTO program the officers will be given instruction which includes agency policies, procedures, rules and regulations.
 - a. All forms required for new cadets will be completed on those officers who do not require attendance at the academy. This includes but is not limited to DOR's and end of phase forms.
10. To supplement the recruit officers training, they may also be required to attend specific classes made available through the Los Lunas Police Department. This ensures that all recruits regardless of their experience or training receive agency specific training.
11. Curriculum provided to new recruits is based on requirements of the New Mexico Law Enforcement Academy and developed around the most frequent assignments of officers. A variety of evaluation techniques have been designed to measure competency in the required skills, knowledge, and abilities.
12. Recruit officers are not allowed to act on their own until they have completed a prescribed Field Training Program.

Recruits do not work overtime alone or at off-duty jobs without prior approval of the Chief of Police or his/ her designee.

13. During the Field Training Program a recruit will remain in the FTO program or be assigned an officer to ride with until satisfactory completion and released or entry into the Law Enforcement Academy.
14. The recruits chain of command for disciplinary actions and evaluation purposes will be:
 - a. Field Training Officer
 - b. Field Training Officer Sergeant
 - c. Patrol Lieutenant
 - d. Deputy Chief
 - e. Chief of Police
15. Upon completion of a phase of training, recruits with complete an evaluation on the FTO they were assigned to.

E. RECRUIT OFFICER TRAINING

1. The recruit officer may be assigned to three certified field-training officers (if available) for a period of four (4) weeks (160 hours) each, for a total of twelve weeks (480 hours).
 - a. Some **recruits-lateral rehires** ~~(revised 05/11/2016)~~ may not require the entire 480 hours of field training and early release may be granted for these recruits.
 - b. Any FTO may recommend early release, provided that the recruit has successfully completed the requirements of a particular phase.
 - c. Early release from any phase of FTO program requires the approval of the patrol Lieutenant/ commander.
 - d. Only a recruit with exceptional quality should be considered for early release.
2. The first phase is an introduction to police work. The

training officer will do most of the work while the recruit learns what is expected of an officer.

3. The second phase the recruit is expected to be more active in sharing the duties and responsibilities of a beat officer. The recruit officer will receive guidance from the field-training officer.
4. The third phase is expected to be a final preparation for a single person unit. The recruit officer is to assume the majority of the workload and by the end of the period demonstrate that he/she is capable of performing as a police officer.
5. The decision to make the final phase of OJT a one or two person unit will rest with the FTO, and only if it does not interfere in the training evaluation of the recruit. The FTO will need to notify his/ her Sergeant and Communications of the decision.
6. Recruit Officer may be extended or terminated on any training phase of OJT that they fail to successfully complete.
7. Recruit Officers and their assigned Field Training Officer will not be separated or reassigned except in extreme circumstances. The FTO Sergeant will ensure that reassignment of a recruit will be with a certified training officer. Separations or reassignments will be coordinated through the FTO Sergeant and Patrol Commander/ Lieutenant.
8. Recruits will have to make up any time missed due to illness. Recruits will not take any other leave of absence during their OJT, (birthday, vacation, etc.), unless there are exigent circumstances, which must be approved through the Field Training Sergeant and the Patrol Lieutenant. The recruit's OJT will be extended to make up any missed time due to any exigent circumstances.
9. Any FTO may recommend an extension of training at any phase in the FTO Program. The Patrol Lieutenant/ Commander will make the final decision to grant or deny the extension request.

- a. At the end of the extension period, the recruit's performance will be evaluated and a recommendation will be made for release from training, or dismissal.
 - b. A recruit officer will be allowed only a total of two extension periods for the entire duration of the FTO program.
 - c. The Chief of Police or his/ her designee may also order a recruit officer, who has failed a training phase to attend remedial training. The remedial training may be conducted through any unit within the department, but should be overseen by the FTO Sergeant, and Training Officer. Remedial training does not count as extension time.
10. The Chief of Police may dismiss a recruit for failure to meet minimum training qualifications.
- a. This drastic action should only be used after other methods of correction training deficiencies have failed.
 - b. This section does not preclude dismissal for other misconduct.

F. DEPARTMENT TRAINING OFFICER

1. Training, documentation and records maintenance is the responsibility of the Deputy Chief and the Training Officer. All training records are maintained by the Deputy Chief and Training Officer.
- a. Personnel attending training programs;
 - b. Types of training, subject matter, course content;
 - c. School or agency providing the training if other than LLPD
 - d. Measured performance, if testing is administered and scores available.

2. It is the responsibility of the Deputy Chief and Training Officer to update training records as needed.
3. The Training Officer is responsible for maintaining a liaison with the academy staff.
4. A training file on each recruit is maintained by the FTO the recruit is assigned to. The file follows the recruit to his/her next shift. The training file consists of the following originals:
 - a. Daily Observation Reports;
 - b. Any documentation concerning remedial training;
 - c. Completed Weekly Training Guide.
5. Upon completion of the Field Training Program, the recruit's training file is forwarded to the Training Officer where it is maintained.

G. FTO SERGEANT

1. Will review and sign-off on all DOR's forwarded to them from the FTO then forward the DOR to the Patrol Lieutenant for review comments and signature.
2. If available, the FTO Sergeant will be different for each phase of a recruit's field training.
3. Provide constant updates to the Patrol Commander/ Lieutenant on the status of the recruit.

H. Commander/ Lieutenant

1. Will review and sign-off on all DOR's forwarded to them from the FTO Sergeant then forward the DOR to the training officer who will maintain the records.
2. Provide updates to the Deputy Chief on the status of a recruit in the FTO program.